your Church

ITS BUILDING–EQUIPMENT
–ADMINISTRATION–FINANCES

15

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Volume 4, No. 1

January • February • March 1958

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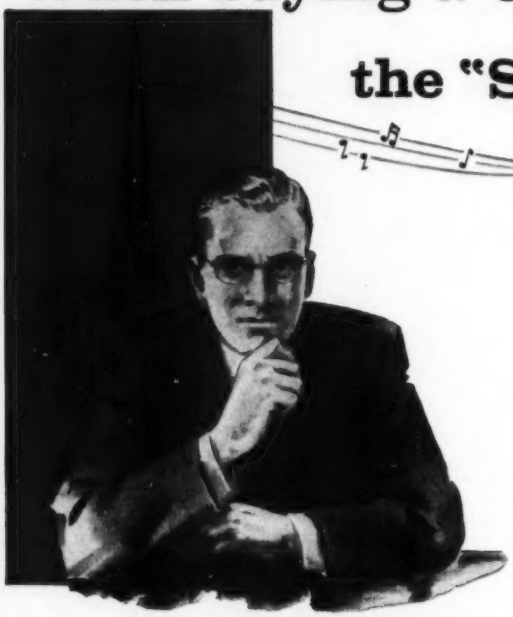

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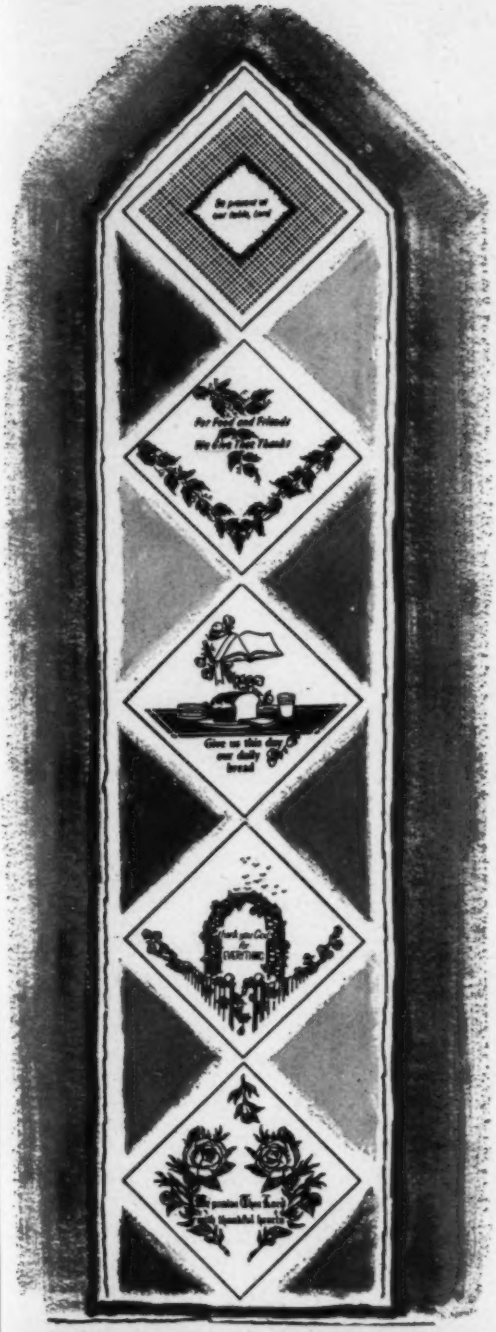

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your Church

ITS BUILDING—EQUIPMENT—ADMINISTRATION—FINANCES

JANUARY • FEBRUARY • MARCH 1958 **VOL. 4, NO. 1**

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Items of Interest

YOUR CHURCH welcomes to its editorial advisory staff Mr. I. William Ricciuti, Ricciuti Associates, architects, 521 Royal St., New Orleans, Louisiana. Mr. Ricciuti will serve as consulting editor on church equipment. He is a member of the American Institute of Architects and contributed a chapter to the very significant volume published by Columbia University, *Forms and Functions in 20th Century Architecture*. His firm has designed a number of church schools and churches and the best of his thinking on church school building and equipment was published in the October-November-December 1957 issue of *Your Church* under the title "Planning the Church School Building." Mr. Ricciuti was graduated from Tulane University and has traveled extensively abroad. He brings wide experience and sound judgment on the subject of church equipment and will help make *Your Church* even more valuable to its thousands of regular readers.

The 1958 Annual Conference on Church Architecture and the Exhibit of Church Arts, Crafts and Equipment, sponsored by the Church Architectural Guild of America and the Department of Church Building of the National Council of the Churches of Christ in America will be held February 18, 19, 20, 1958 in the Veteran's Memorial Building, Detroit, Michigan's new Civic Center. The tremendous church building and remodeling program now taking place in our country makes this annual conference the most important gathering of its type. Church architects, church leaders, building committees and artists from all over the nation will be attending the meetings, seminars and discussions of church building problems. The 1958 meeting is expected to be the best attended meeting to date. The president of the Church Architectural Guild is Harold E. Wagoner, architect, Philadelphia, Pa. The executive director of the Department of Church Building, National Council of Churches is the Rev. S. Turner Ritenour of New York City.

Christian filmstrips are beginning to find their way behind the Iron Curtain. Dr. James K. Friedrich, president of Cathedral Films, Inc., Burbank, California, reported that a pastor in Yugoslavia had ordered a series of sound filmstrips on the life of Jesus and an entire set on the life of St. Paul. When ordering, the Yugoslav pastor stated: "I desire these for instruction in my parish." Said Dr. Friedrich: "Such an order as this from Yugoslavia is indicative of the up-surging Christian movement reported behind the Iron Curtain."

The *All-American Church Hymnal*, published by John T. Benson Publishing Co., 136 4th Ave., N., Nashville, Tennessee, will appeal strongly to evangelical churches. It is bound with dark red, pebbled grain book cloth with stained page edges. It contains standard and contemporary gospel hymns, songs for the church choir, songs for special days and occasions, selected scripture readings, a complete topical index and a general index. A very fine feature is the arrangement which can be made to have the picture of the local church printed on the end sheets (front and back) of the hymnal. The publisher has succeeded in creating a truly "All-American" book with hymns and gospel songs that have proven to be practical, resourceful and inspiring to the church world.

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Praise Book Publications, Mound, Minnesota, has released a new church school songbook entitled *Sunday School Sings*. It will be extremely helpful for teaching and inspiring children and young people in church school, vacation Bible school, junior church and camp. It contains 122 favorite hymns. A copy can be secured free of charge if you write to Department FZ18, Praise Book Publications, Mound, Minnesota, and state the name of your church and your church position.

✓ ✓ ✓

Effective showing of movies, slides and slide films depends largely upon the thoroughness of preparation and the smoothness of presentation. A very helpful pamphlet has just been released which will be extremely beneficial to anyone engaged in audio-visual work. "Foundations for Effective Audio-Visual Presentation," a 20-page illustrated pamphlet, containing sections on room facilities, seating plans, screen size and type, loud speaker location, projector location, image brightness and projection distance is available at no cost from Sales Service Publications, Eastman Kodak Co., Rochester 4, New York. Write for your copy now. Another pamphlet, available without charge from the same source, is "The Handling, Repair, and Storage of 16mm and 8mm Films."

✓ ✓ ✓

Donald F. Rossin Co., Inc., 413 South 4th St., Minneapolis, Minnesota, has long specialized in Membership. Christian Education and Contribution forms. The company has now added a "Do-It-Yourself" kit for fund raising. The kit contains two parts: a plan and method book and a workbook together with Day by Day Calendar and sample materials. The kit has been used with unusual success by a number of churches. The kit can be secured for the nominal price of $5.00 by ordering direct from the Donald F. Rossin Co. A five day examination privilege is extended by the company.

✓ ✓ ✓

(continued on next page)

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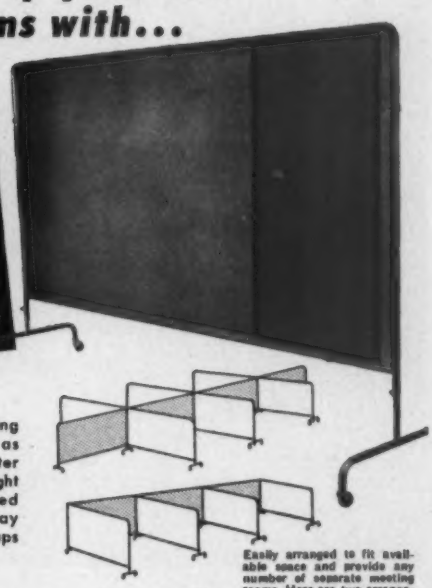

Why be handicapped by a lack of meeting rooms? Now you can set up as many rooms as you need . . . when you need them . . . in a matter of minutes. Foldcraft Portable Partitions are light in weight, easily movable and can be arranged in many different ways to accommodate Sunday school classes, committee meetings, study groups and other church activities.

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ITEMS OF INTEREST

(continued from page 7)

One of the finest articles on the subject of contemporary church architecture appeared recently in the *Journal of the American Institute of Architects*, issue of October, 1957. The article was written by Martin E. Marty, Lutheran clergyman, member of the editorial staff of *Christian Century*, and well-known writer on ecclesiastical architecture. The title of the piece is "Church Architecture: The Swing to Contemporary." It is highly recommended reading for pastors, architects and building committees about to begin the planning of their new church.

The E. R. Moore Co., 932 West Dakin, Chicago 13, Illinois, has prepared a new folder describing thirty-nine effective ideas for raising gown-purchase funds. A copy of this folder is sent free upon request to anyone writing to the company.

Stories of ten Protestant holy days have been recorded in narrative and song in a new long-play, high fidelity record album, titled *Ten Protestant Holy Days*, which has been approved by World Council of Churches, National Council of the Churches of Christ in the United States and other church organizations of Lutheran, Presbyterian, Methodist, Baptist and Episcopalian faiths. The new album, released by Candle Records, is available at a modest price from Hammond Organ dealer stores and Hammond Organ Studios, along with two other albums commemorating Ten Catholic Holy Days and Ten Jewish Holy Days.

Bethel Lutheran Church, Madison, Wisconsin, is using closed-circuit television to help solve the seating problems for overflow attendance. Late arrivals are ushered to choice seats in an adjoining chapel where services are viewed on two 24-inch television receivers. In addition, services are also transmitted simultaneously to a third floor room where mothers and children view services on TV sets in nursery-room comfort. This arrangement is possibly the first such use of closed-circuit TV in the nation. It was planned by the pastor, Rev. Morris Wee, with cooperation of industrial television engineers from the General Electric Corporation.

This year the Monroe Company, 280 Church St., Colfax, Iowa, is celebrating its fiftieth year in business. This company has placed folding banquet tables in over 48,000 churches and other institutions. Their 50th Anniversary Folding Tables Catalog, with rich color illustrations, is available upon request. Write to The Monroe Co. and ask for the new Monroe Catalog No. 350.

Look for the new column, written by Abraham B. Eastwood, Jr., A. I. A., associate editor of *Your Church*, which will begin in the next issue. The column will be devoted to observations on church building and the answering of technical building inquiries submitted by pastors and architects.

Ballroom, Hotel Andrew Johnson, Knoxville, Tennessee

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Here is the most sound-proof flexible room divider ever perfected—an exclusive Holcomb & Hoke development.

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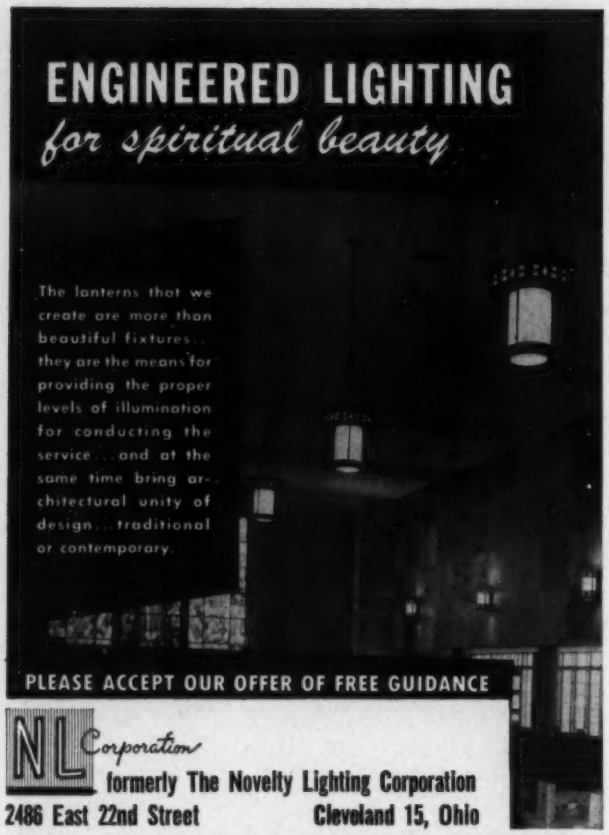

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Art in the Church
The Church Grounds
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American Church Architecture
Selected Bibliography

The Religious Publishing Co.
122 Old York Road, Jenkintown, Pa.

Editorial . . .

As the rough-hewn cross is installed in the chancel window, the non-denominational DeWitt Memorial Church nears completion. The DeWitt Church was established to serve the New York City Housing project within which it was built.

DEVELOPMENTS in architecture for churches must keep pace with the rate of church building. This is particularly so today because we are experiencing the largest and most costly program of church building in the history of the world. All denominations are in need of thousands of new church buildings and remodeled old ones. The growth in membership and the increase in regularity of church attendance is a rising tide that will not subside for some time. The pressing need for religious education units has become more and more manifest. The demand increases with the passing of every hour. Churches must have adequate physical facilities if the spiritual life of the nation is to be properly nourished. The real danger lies in the fact that the rate of building may be so rapid that the prize ingredients such as honesty in design, judicious choice of materials, site-conditioning, consideration of program, and concern for the human element may be lost in the race. Later, when the race is over and the church building program is coasting on a plateau, these things will emerge to plague our conscience and tell us that our generation failed to produce meaningful and lasting Houses of Worship. If this happens, we will have failed ourselves, our fellowmen and our God.

And the failure will carry beyond these moral abstracts. As we are all well aware, there are at least a small number of architects, builders and manufacturers of church equipment who care more about the number of churches to which their names are attached than about the honesty and quality of the design, construction and materials. When the plateau is reached, these are the men who will be left be-

(continued on page 34)

The *Pastor's* BOOKSHELF

Orders for any of the following publications should be placed with the publisher of the book. Your Church *will welcome inquiries for further information.*

THE CHANGING CHURCH, by Katharine Morrison McClinton. Morehouse-Gorham Co., 14 East 41st St., New York 17, N. Y. Places emphasis on the aesthetic qualities of the architecture, art and decoration of today's church. $7.50

HOW TO USE A TAPE RECORDER, by Dick Hodgson and H. Jay Bullen. Hastings House, Publishers, New York 22, N. Y. A thorough practical guide for the use of the tape recorder. For beginners, for ministers, and for businessmen. $4.95

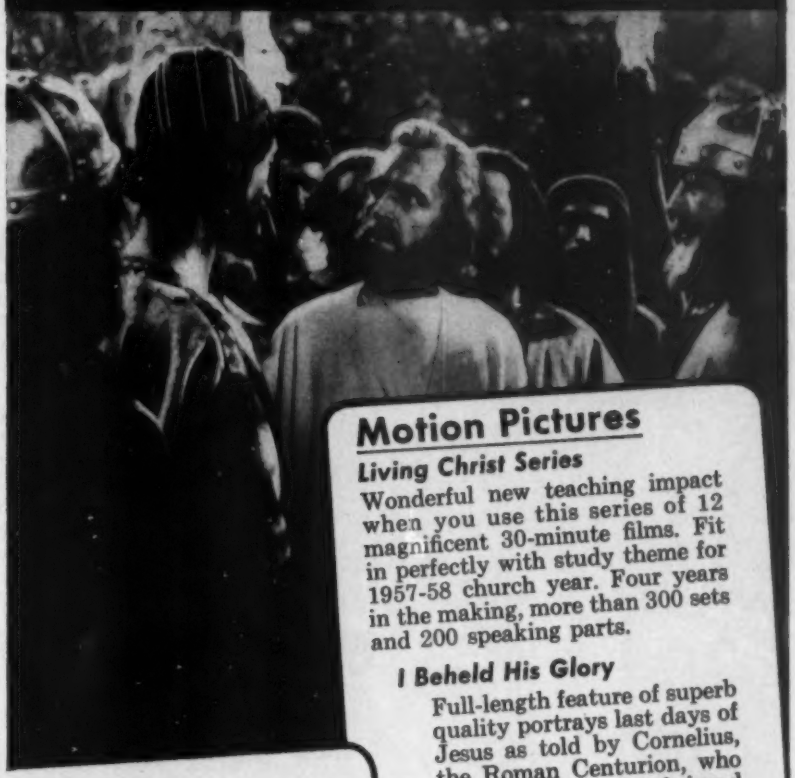
COURSE IN MAKING MOSAICS, by Joseph L. Young. Reinhold Publishing Corp., 430 Park Ave., New York 22, N. Y. Useful to churches interested in a group project that will add beauty to their building. The book leads beginners through the basic steps of mosaic design and application. $3.50

CLIMBING THE HEIGHTS, compiled by Al Bryant. Zondervan Publishing House, 1415 Lake Drive, S. E., Grand Rapids, Mich. A collection of rich, stimulating daily devotions for private and family use. $2.50

PRACTICAL STUDY METHODS FOR STUDENT AND PASTOR, by Donald F. Rossin and Palmer Ruschke. Donald F. Rossin Co., 413 S. 14th St., Minneapolis 15, Minn. A complete course on how to organize study methods for effective results. Profusely illustrated. $5.00

THE ACOLYTE, by G. Martin Ruoss. Privately printed by G. Martin Ruoss, Mechanicsburg, Pa. A handbook and guide for acolytes and pastors. Illustrated. $1.00

For Lent and Easter ... Cathedral Films!



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I Beheld His Glory
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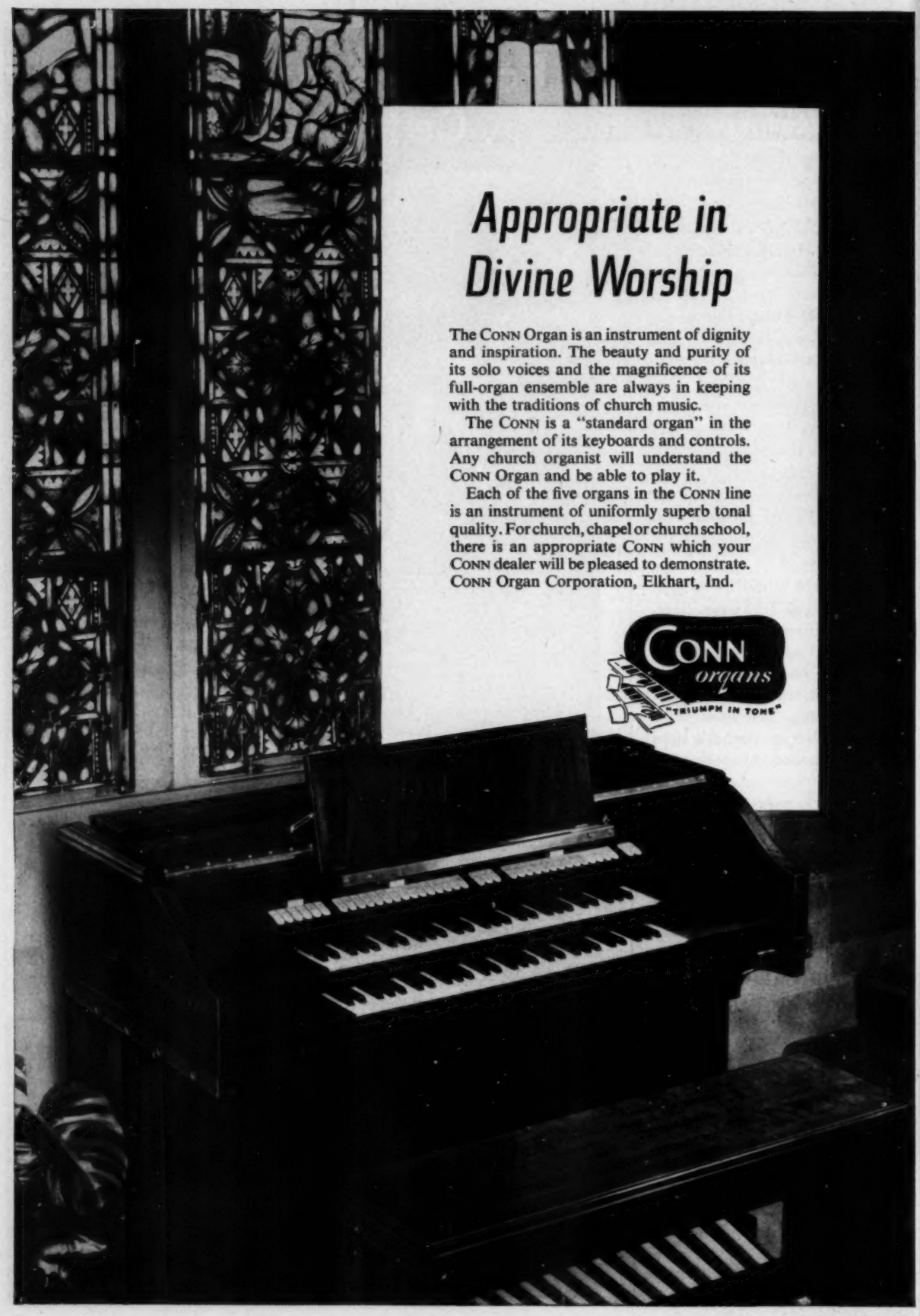
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VOL. 4, NO. 1

JANUARY-FEBRUARY-MARCH 1958

GOOD SHEPHERD LUTHERAN CHURCH
Palos Park, Illinois

Architects: Charles Edward Stade and Associates Park Ridge, Illinois

Pastor: Rev. Harry Huxhold

Being void of superfluous decoration, the chancel design emphasises qualities of simplicity and complete honesty.

Design for Worship

On April 10, 1957, the architectural firm of Charles Edward Stade and Associates, M. Dolan and H. Anderson, Associate Architects, received a Citation of Merit for Excellence in Design from the Chicago Chapter of the American Institute of Architects for the Good Shepherd Lutheran Church, Palos Park, Illinois. The Rev. Harry Huxhold, pastor of the congregation also received an award as pastor of the church. This is the second consecutive year that the architectural firm has received an award of this type.

THE site of The Evangelical Lutheran Church of the Good Shepherd is in Palos Park, Illinois, a rapidly growing community and a southwestern suburb of Chicago. But the design of the church provides more than mere physical space. The design is an attempt to express, not only the Lutheran faith, but the physical and mystical progress of the churchgoer from the time he leaves his car until he views the chancel. The exterior approach and the form, structure and materials of the building have all been used in such a way as to accomplish this purpose. The church building has been set back from the street to provide a transition from the noise of traffic to the quiet of worship. A covered walkway leads from the drive to the narthex of the church. The exterior of the church building consists of low masonry walls contrasted with a steep asphalt tile roof over the church portion and a flat roof area over the administrative rooms. A thirty-five foot stone cross dominates the complex at the end of the covered walk.

All the walls of the interior are brick. The pitched ceilings are exposed laminated trusses covered with laminated fir planking. Natural stain and varnish were used to preserve the natural color of the wood. Much thought has been

Although the church building has the appearance of a one story structure from the front, a sloping grade at the rear provides natural light for the social hall and class rooms.

In the nave, all proportions of light, color and materials carry the eye forward to the soft emphasis of the indirect lighting within the chancel.

GOOD SHEPHERD LUTHERAN CHURCH

Palos Park, Illinois

Charles Edward Stade and Associates, Architects
Park Ridge, Illinois

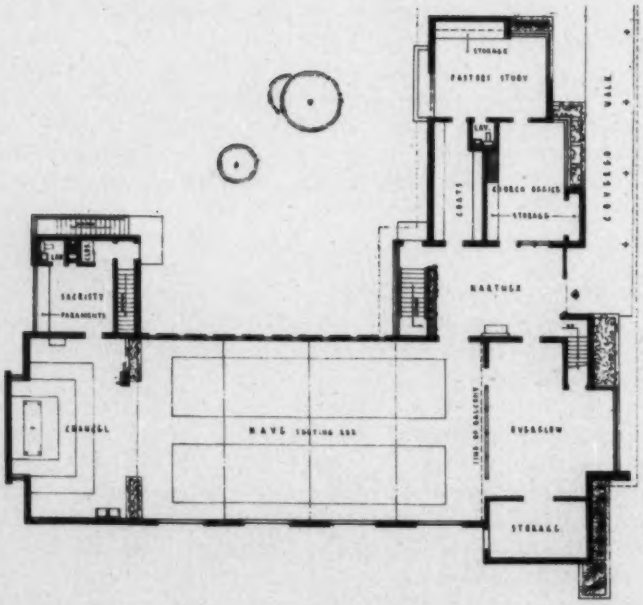
given to the reduction of maintenance. Consequently all windows are of aluminum and no walls have been finished in plaster or paint.

In the nave, all proportions of light, color and materials tend to carry the eye forward to the indirectly lighted reredos of brick behind the altar. This forms the focal point of the sanctuary. Simplicity and restraint are the dominant interior qualities that heighten the effect of the chancel furnishings. All ornamentation and superfluous decoration which will attract attention have been omitted. Lutherans must approach this throne of God with simplicity and complete honesty. The design of the church attempts to carry out this feeling of unaffected reverence.

The permanent seating capacity of the sanctuary of Good Shepherd Lutheran Church is two hundred fifty-two. There is accommodation for an overflow of seventy persons. The choir seating, in the balcony, provides for thirty-five persons. A sacristy has been provided where space is available for the proper storage of paraments, communion vessels, vestments and other important items.

The church building is basically a two level structure. It was designed to take full advantage of the sloping grade on the opposite side of the main entrance. Natural light is afforded to the important social hall and educational rooms on the lower level. In no case is there a conscious feeling of the presence of a basement, for the windows and the finishes allow the same light and ventilation as rooms opening on a normal grade. The social hall, primarily used for Sunday school purposes, will accommodate three hundred and twenty persons for a public assembly.

The Evangelical Lutheran Church of the Good Shepherd is an attempt to integrate contemporary materials and technique into a true interpretation of religious forms. Each material is used in its true representation. The structure, by its form, allows all of the liturgical functions of the Lutheran Church to be performed without relying upon inherited ecclesiastical clichés.



A SITE of seven acres was chosen on which to locate and build the new First Christian Church, Arlington, Texas. The former location, in downtown Arlington, was a busy corner in the heart of the commercial district. It no longer served the rapidly growing needs of the congregation. A move to an open suburban area was imperative. A fund drive, led by W. T. Pearcy, executive director, Board of Church Extension, Disciples of Christ, was successfully oversubscribed. Early organizational assistance on the project was rendered by the Department of Church Building, Texas Board of Christian Churches.

The site plan and the church design developed by the architects, Fisher and Jarvis, Dallas, Texas, permits openness and a beauty of simplicity in the arrangement of details. The church building, set one hundred yards from the street, is approached by way of a winding driveway. A passenger discharge area, canopied for inclement weather, is provided at the edge of the driveway. Between this area and the entrance to the church building, a pleasant cloistered walk has been arranged which passes an administrative building and future chapel and permits a view of the memorial court containing a stone platform with three wooden crosses flanked by a reflecting pool. The impressions gained in this approach to the church entrance help prepare the individual for the worship service he is about to attend.

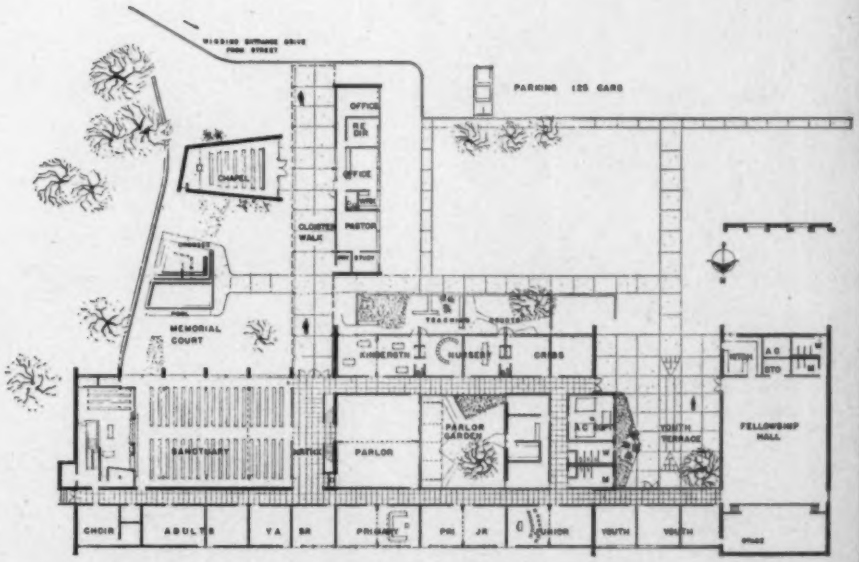
The narthex is the "heart" of the church plan. It is centrally located so it can serve the sanctuary (seating 450) and its balcony as well as the educational space and parlor. The narthex is generous enough for an overflow of about seventy-five persons.

A feature of the sanctuary proper is the side wall of glass. This is glare-protected by filmy drapes. It allows a view of the landscaped memorial court with its three crosses. The sanctuary is framed with laminated arches, purlins, and wood deck. All exterior walls are twelve-inch masonry and interior partitions are four-inch exposed lightweight concrete block. The building is totally air-conditioned.

FIRST CHRISTIAN CHURCH
Arlington, Texas

Architects: Fisher and Jarvis
Dallas, Texas

Pastor: Rev. T. J. Youngblood

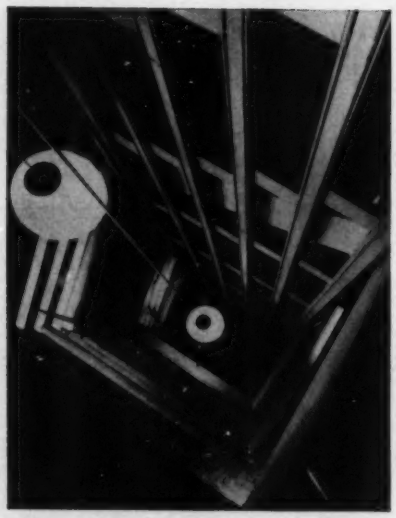


The rolling six acre site of the Elm Grove Evangelical Lutheran Church made possible the design of basement rooms which have floor to ceiling windows on the exposed side where there is an 18 foot slope.

EVANGELICAL LUTHERAN CHURCH, Elm Grove, Wisconsin

Architect: Fritz von Grossmann, Milwaukee, Wisconsin

Pastor: Rev. Victor Bartelt



The stairwell, as seen from above, shows how a lighting design was achieved which gives a most practical illumination as well as an appealing effect.

THE keynote in the design of the Elm Grove Lutheran Church, Elm Grove, Wisconsin was flexibility. Of prime consideration was the dual and triple use of space. For example, the narthex and the church parlor were so designed and situated that they could absorb an overflow of about 270 people for worship services, thus supplementing the sanctuary and balcony which normally seat 400 people. The educational unit was constructed so as to adapt it to both Sunday religious training and to regular day classes sponsored by the surrounding community. The facilities of the fellowship hall and the facilities of the kitchen and dining space are also available for weekday school use, for use by church organizations and for special occasions such as weddings and teas.

The site consisted of six acres of rolling hillside, thus the church was built into an eighteen foot slope so that entrance to either level could be attained without the inconvenience of exterior stairways. Safety and ease of access were desirable attributes for the reason that crippled, infirm and aged people were afforded no-step or no-ramp access from their automobiles at either level and at any entrance. At either the front or the rear of the church automobiles can be driven to within ten feet of the entrances. Parking space is immediately adjacent and will accommodate over two hundred cars.

The sanctuary of Elm Grove Lutheran Church provides an enchanting and restful surrounding for meditation and worship. It is shielded from direct daylight at the side aisles by "horizontal venetian blind" types of fenestration. The light which is distributed throughout the interior is softened by the flesh and dusty pink colors of the nave trusses, ceiling, walls and woodwork. The folded white linen dossel curtain in the chancel accents the entire atmosphere. The sanctuary lighting is of the indirect variety.

The exterior of the church plant is beige face brick, Tennessee and Arizona stone, blended and mixed, and

The elimination of hanging fixtures in the nave and chancel affords a majestic sweep to the interior. The chancel's sixteen foot cross is made of birch finished in bone white, and illuminated by concealed neon tubing.

cedar planking. The roof is tile, supported by laminated arches with four-inch exposed planking. Acoustic-grooved board insulation was also used.

Inside the church building the floors are terrazzo and asphalt tile and are carpeted in places. The floors in the classroom building are entirely asphalt tile.

The fellowship hall is large and can accommodate indoor play on weekdays for children in the day school. It is easily adapted for assembly purposes and has a platform stage that can be used by performing groups. There are dining facilities in the fellowship hall for four hundred or more people. Adjacent to the hall is the kitchen and ample storage space for a variety of purposes.

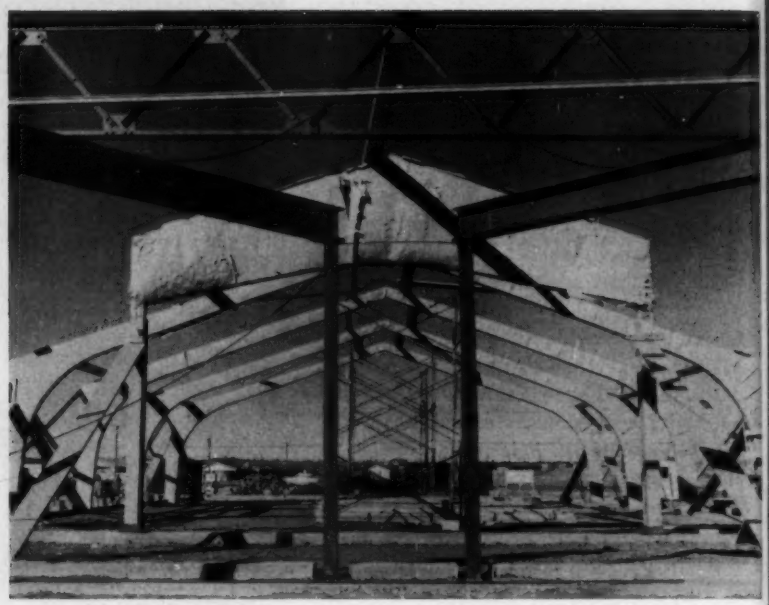
The cost of Elm Grove Lutheran Church was $285,000, excluding land, site development and architect's fee. The congregation does not plan unlimited expansion. The programming of the church provides for an ultimate eight hundred communicant members served by one pastor. Any growth beyond this point would require the establishment of a new church on a new site.

EVANGELICAL LUTHERAN CHURCH, Elm Grove, Wisconsin

Fritz von Grossmann, Architect, Milwaukee, Wisconsin

The Fellowship Hall has dining facilities for 500 and can be adapted to many uses. Drapes cover the full room-height windows.

The parsonage lounge or living room has been decorated to create a warm and inviting atmosphere.



First Christian Church, Amarillo, Texas, under construction.

THE GENESIS OF A

Church Building Program

By H. Daniel Morgan

The Rev. H. Daniel Morgan is church building consultant for The Texas Board of Christian Churches, Fort Worth, Texas. He is a graduate of Texas Christian University and Brite College and studied design at Washington University, St. Louis. He served six pastorates in Texas before he entered his present position of helping congregations build new churches and remodel older ones. He is the author of a book, So You Want to Build a Church!

CHURCH building programs arrange themselves into several different categories: enlarging and remodeling an existing building, razing an existing building and rebuilding on the same site, selecting a new site for a new congregation and erecting one or more first-unit structures based upon a long-range master plan, or selecting a new site for an established congregation and erecting a new building.

Each of these projects has much in common, yet each will call for a different aproach from the standpoint of program analysis, construction, and financing sequence. Since space cannot permit treatment of all four of the mentioned categories, we have selected the last for our consideration. The coverage of this project will include only the most important aspects of such a program from the beginning to the point at which an architect is selected.

Realization of Need

"In the beginning there was a need" —this is the GENESIS of every church building program. This need is gradually felt and becomes a recurring expression of different persons at different times. The choir needs more space and better arrangement, its practice room is inadequate; the minister needs a better study so located as to assure more privacy; the church school superintendent needs a room for literature and records; the nursery superintendent needs more space for cribs; the parking problems have become more acute and more space is needed to accommodate the automobiles—and so the idea begins to grow.

Any member of a church can initiate a building program. It may be the minister, the superintendent, or the teacher of primary children.

Interest Others in the Need

Congregations can worship in a building for years without becoming fully aware of the needs of the respective departments. Many congregations accept inconveniences as a matter of course. Sentimental attachment to the old site or building often is a strong

factor in keeping congregations from facing the problem of growing needs. It is therefore important that whoever initiates the idea to build should do so with adequate preparation based upon facts and figures. A reasonable period of time must be allowed for acquainting the congregation with the proposed need for expansion.

The more people that are enlisted in the sharing of the dream the more assurance there will be that it will be realized. The problem of expanding or building should be made a matter of deep prayer. This should be a continuing expression on the part of all concerned and no meeting in which the program is discussed should be held without seeking the guidance of God.

Discuss and Share the Problem

Once the need has been felt and the proposal voiced to the congregation, ample time should be allowed for free discussion. Objections will be raised. These must be respected and noted and answers must be found that are logical. The matter of cost will be brought up. Some idea as to the amount of expenditure anticipated should be considered. Rather than leave the old familiar structure, some will want to know why the church cannot remain where it is or, at least, why it cannot be rebuilt on the present location. Such questions should be expected, but they are usually asked at a time when the best answers are not available. Therefore, before the objections to building become too strong, it is well that the congregation set in motion the special organization that will make its primary concern a careful analysis of the present program. It will ascertain how the church is functioning within the present building and whether or not the future of the church will actually be handicapped by remaining where it is.

Organize for Action

When the time comes to actually establish a responsible organized group to officially investigate the building problem and needs of the church, guidance may well be needed. Help may be secured from any one or more of the following sources: a sister church that has completed a successful building program, the Denominational Board of Church Extension, a qualified licensed architect, a recognized church building consultant.

In organizing for action the congregation should create only such organization as is needed to carry out specific responsibilities on a well conceived time schedule. Committees established for special jobs will often overlap in time schedule and specific interest, and each will be dependent upon the other as the mason, electrician and plumber must coordinate their work if the building is to go forward smoothly.

The plan of organization charted on the following page represents the typical one needed for effective results.

Each of the suggested committees will be assigned specific responsibilities. These should be put into written form so that each committee will know its own area of work and also that of the others.

Delegate Responsibilities

Each of the committees mentioned should bring to the Building Planning Council a written report of their recommended needs. This report should represent the total requirements of the new building and should be sufficient to carry out the total program of the new church.

It stands to reason that the first committees to be appointed will be those concerned with site location, surveys and fact finding, and finance. The building consultant or architect should be present to guide and counsel these groups.

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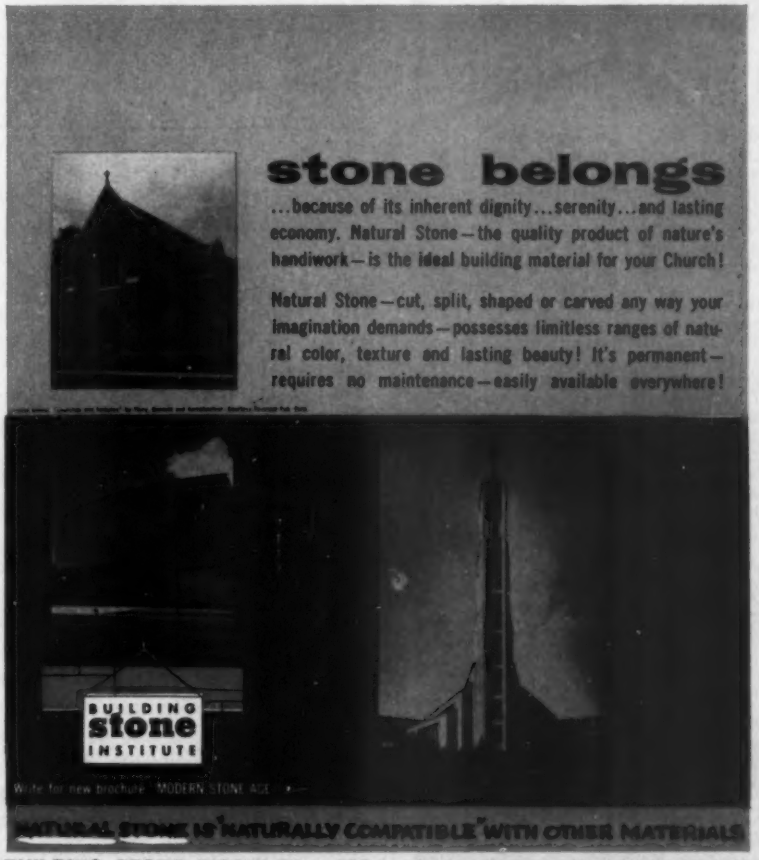

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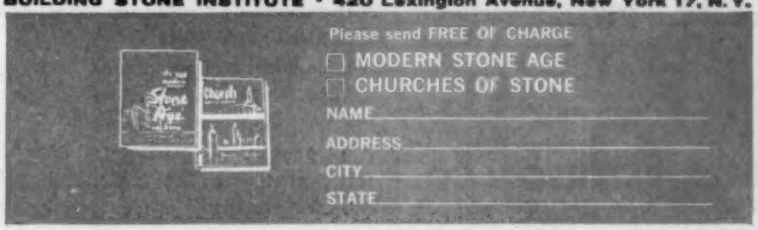

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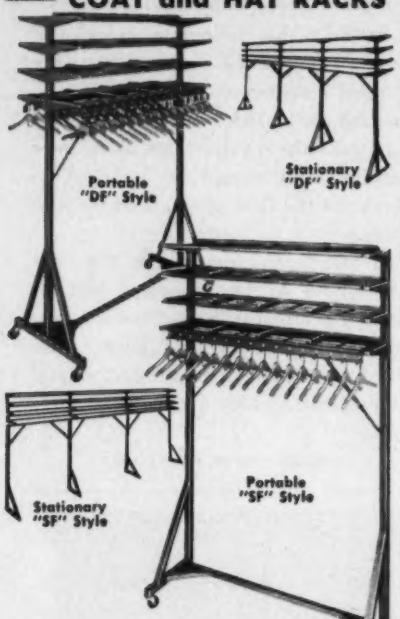

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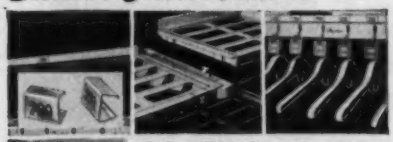

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Comm. Mbrs.	Comm. Mbrs.	Comm. Mbrs.	Comm. Mbrs.

(continued from page 19)

Legal Aspects of the Program

A very important consideration in the building of a new church, the selling of an old one, or the purchasing of new property is the legal factor. Legal strings can tie the hands of those engaged in the building program.

Never take a clear title to property for granted. When legal questions arise they have a way of coming at a very awkward moment. They can cost much in time and money. Some churches seek to borrow money after a building program has commenced only to find that the lending agency requires a clear title and none can be obtained.

A number of legal defects have frequently manifested themselves in church building programs. For example, one church never had its land surveyed and then suddenly discovered later that part of its building rested on another person's property. Sometimes old mortgage papers will show up, or a loan secured by a grant mortgage, or a trust deed made years ago.

Old tax liens sometimes crop up against church property, such as paving liens or sewer assessments, which often date back years before the property was secured by the church. All church property, when purchased, should have a clear notation on its tax records to show that it is now church-owned. Failure to do so may require court action to get the matter settled.

Now and then a church will pay off a mortgage, receive formal discharge from the mortgage, and then forget to record this discharge at the local courthouse. If the discharge is destroyed by a mortgage burning ceremony then, fifty years later, it may become necessary to locate the mortgagee's heirs and obtain a quit claim deed or similar instrument of satisfaction. This may be very hard to do.

Another frustrating experience is to have land donated to a congregation by means of a deed which the donor has filled with restrictions. In years to come such restrictions can be very harmful, especially if the restrictions state that the property can never be used for anything other than a church. This sort of restriction would prohibit the sale of the property should the church seek to move to a new and better location.

In recent months there have been several churches that have had an unfortunate experience. They bought property and were assured by the parties who sold the lots and by the city zoning board that a church could be erected on the land. Then the congre-

gation discovered that the owners of adjacent properties secured an injunction to prohibit the building of a church next to them. It is well to survey the sentiment of the neighborhood before actually buying the property.

Another point to bear in mind is the church constitution. A church may adopt a constitution that is adequate while the congregation is still quite small, but might prove quite inadequate when they grow to a much larger size. Provisions should be made for necessary revisions to meet the growing needs of the church. Pastors and church members often take a rather casual view of following the letter of the law in church business. The minister must give his first emphasis, of course, to the spiritual life of the church, but he must not disregard the corporate life. A copy of the constitution should always be kept in a safe place and be available for legal reference.

Building Finances

When considering funds for building, a congregation may wish to consider securing the assistance of an established professional fund-raising organization. There are many excellent firms with years of successful leadership in this field. Many denominational boards have qualified leaders in the field of building finance and it might be well to investigate what they have to offer in the way of assistance.

If the congregation has an idea that borrowing may be necessary they should begin to investigate sources of such revenue. Among the agencies from which a church can borrow building funds will be found denominational Boards of Church Extension, State Missionary Societies, local banks, insurance companies, certain national benevolent orders, and building and loan associations.

If borrowing is deemed necessary then the church should decide where they wish to secure their loan, before the campaign begins, and then arrange an early conference so that details can be discussed and the terms well understood.

The following stages of cash availability should be thoroughly analyzed so that the needed funds are on hand:

1. Cash on hand in building fund.
2. Cash from the sale of property.
3. Cash to be raised prior to construction.
4. Cash to be raised during construction.
5. Cash to be raised on Dedication Day.
6. Estimated amount to be borrowed.

The congregation should be led to see that this is a chance of a lifetime. So many of us have taken church buildings for granted and few have ever been given the privilege of having a part in the erection of a new House of God.

A survey by a well-known professional fund-raising firm shows that the average church will raise about five or six times their annual budget over a three-year period for a building program. A church with a budget of $15,000, therefore, could expect to finance, over a three-year period, $90,000 on their building program.

A careful study of details and a thorough analysis of the general situation

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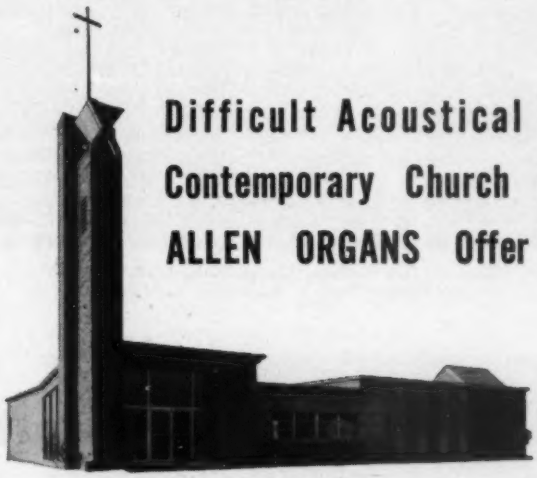

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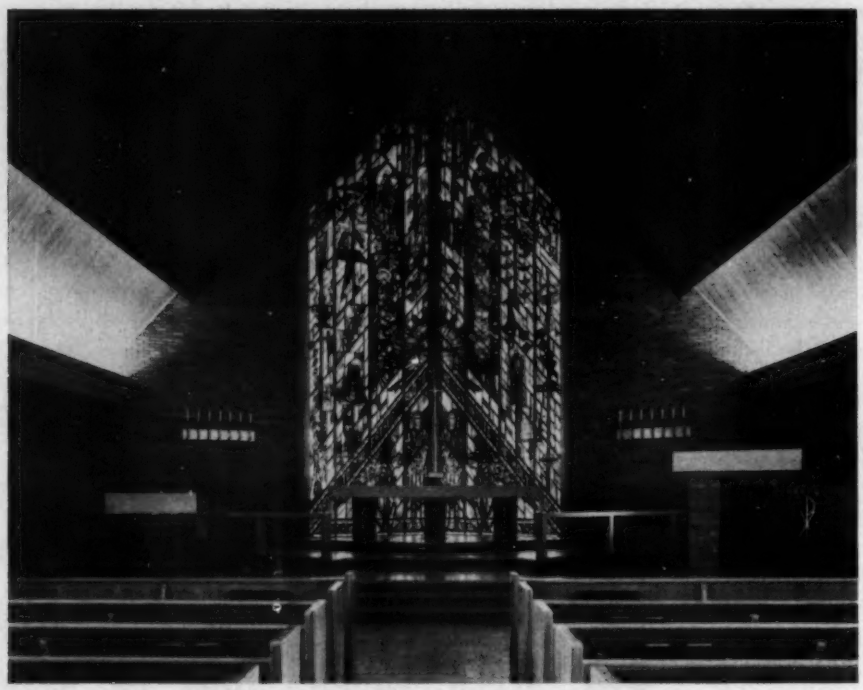


Chancel, Zion Lutheran Church, Kalamazoo, Michigan
Charles Edward Stade & Associates, Architects

The Liturgical Consultant

By Adalbert R. Kretzmann

Adalbert R. Kretzmann, Litt. D., pastor of the Evangelical Lutheran Church of St. Luke, Chicago, Illinois, is one of the outstanding liturgical consultants in our nation. He was educated at Concordia College, Bronxville, N. Y. and Concordia Seminary, St. Louis, Missouri. His wide experience has been derived from positions as pastor, teacher, lecturer, radio speaker, author, and member of the Board of Directors of a number of organizations. His outstanding books include Symbols—A Practical Handbook, Liturgy and Church Art *and* The Arts for Every Christian.

An age of specialization calls for many new skills, and the ever widening field of publication in the world of the fine arts requires that all religious building have some contact with someone who is a specialist in the field of religious art and its companion skills and crafts.

The Liturgical Consultant is a rather new specialist in the crowded field of ecclesiastical building. He is a rare sort of creature because the skills and cultural depth which he requires cannot be acquired over night or in credit courses set up in the Schools of Art or Theological Seminaries. This man becomes a specialist, first of all, because of a personal inclination toward research, and a memory for the results of research and its application in the general work of beautifying and making more meaningful the Houses of God across the land.

The Liturgical Consultant is usually one who has come to the realization, because his reading is wide enough, that tradition is a vast wilderness which, because of its many forms, tempts us to reach for the easy generalizations. We find ourselves talking about Byzantine, Romanesque, Gothic, Renaissance and Baroque, as well as modern and international, as though the field were not filled up with an infinite variety and shading under each one of these general headings.

The Liturgical Consultant should be a knowledgeable person of wide reading, deep culture, and good travel experience, who has seen, with seeing eyes, the best that the past was able to offer in the Temple, the Law Court, and the Cathedral. He must be filled up with a tremendous sense of the value of the minds of the past. He must constantly be questioning "who makes the

patterns?" "who establishes the authority of symbols?" "who cuts down the final use of colors to a liturgical set of five?" and a thousand other questions which Pastors and Committees hesitate to face honestly because the answers are not easy and it is much more fashionable to get through with the whole matter of the Church building quickly without dawdling over such seemingly boring detail. This is the type of apathy for the good and the holy which has brought about the endless copying and reproducing of good form until it became stereotyped and outworn. On the basis of such meager knowledge as can be scraped together by the election of an ordinary Building Committee, we have been reduced in both our taste and desire to a kind of churchly Levittown.

The Liturgical Consultant need not bore his clients with a long array of the titles of learned books written by Rietschel, Graff, or Longmaack, Kunze, Hempel or Wendland. He need not reach back to Protestantism's high hour of liturgical organization in the sixteen articles of the Eisenacher Regulativ (1898 and 1908). Something may be gained if he knows the groundwork laid in 1649 by Joseph Furtenbach of Ulm or even the work of Leonhard Christoph Sturm, Hamburg, 1712. But he will be much more useful if he remembers that this is past the middle of the XX Century and that requirements of hearing and seeing are the primary objectives of an Evangelical Service and its ministry. It will serve him well if he knows something about the movement to build Kellerkirchen (Basement Churches) into all the large housing projects in middle Europe before World War II. But it will serve him still better if he remembers that there is a certain glory in fellowship which goes beyond merely gathering with the neighbors of the apartment above and below and alongside, when we meet for the worship of the Most High. Liturgy itself can become the architect when the purpose of liturgy or the lack of it is clearly understood and interpreted for the man who is professionally engaged to make the drawings which shall guide the builders in a worthy expression of worship for a Gracious God.

The Liturgical Consultant must be everlastingly on guard against the irreverent skill, the cold efficiency, the deliberate denial of beauty, and the smashing of ideals which is in so much of the frank boldness of our architecture. That kind of an approach to Church building points a damaging finger at builders of our time and asks—"where is your heart, and where is your faith, and where is your soul?"

The Liturgical Consultant must be an interpreter of the fine arts to members of the Building Committee who are so often obsessed only with financial control and supervision of structural details. Most men are not particularly gifted in the interpretation of the fine arts. They are much more concerned with man's material necessities and conveniences. The complete and perfect realization of the true, the holy, and the good, is the common necessity for all who would engage in proper building to the Glory of God and for the service of mankind. Interpreters in this field will always be sought after and vitally needed.

The Liturgical Consultant must be adept as a visualizer. He must have certain interpretive gifts which enable him both to make people see and have them enthusiastic about what they see. He should be a man of philosophic and poetic temperament—who recognizes that patience is a part of all his work, and love for people the foundation of his success.

For that reason he will be a good interpreter who is able to see into the meaning of religious experience. Religion must be for him the dynamic of forces that are shaping the true history of the world. In this way, the Liturgical Consultant, working carefully with the Pastor, reproduces in the people the thrill of beauty and the joy of dramatic passion, of sympathy, and peace, and love, which are as much a part of the Church building experience as the actual production in wood, and glass, and steel, and stone. Think back to the times when you have prayed for some

(continued on page 41)

Chancel, St. Paul Lutheran Church, Oak Lawn, Illinois
Charles Edward Stade & Associates, Architects

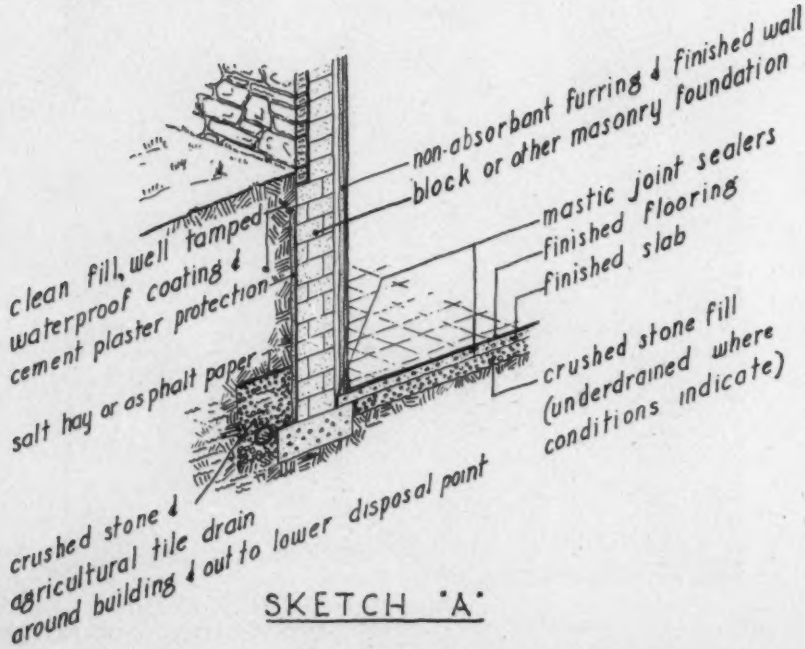
Abraham B. Eastwood, Jr., is associate editor of Your Church *and a member of The American Institute of Architects. He was educated at Drexel Institute of Technology, Philadelphia, Pa. and has been an instructor in drafting and design for The Pennsylvania State College Extension Services. His architectural firm is currently engaged in the design of several churches in the eastern Pennsylvania area.*

Waterproofing Methods and Materials

By Abraham B. Eastwood, Jr.

WATERPROOFING METHODS and materials are of elemental importance to church architects today because of the great extent of construction and the problems of location. Since a church must find a site which is convenient to the area it serves, and one having enough acreage for present and future development, it cannot always give primary consideration to natural drainage. The subject is also of great interest to existing churches who are faced with immediate expansion. In the past, many below grade rooms were accepted as dead space because of minor water problems. Engineering in waterproofing now makes it possible for old churches, as well as new, to utilize all enclosed space and prevent damage to their buildings from moisture.

Frequently overlooked today is the fact that architecture's first concern is the building of shelter. The environment which it strives to create will mean nothing if materials are not chosen for their structural integrity and ability to keep out the elements. Although waterproofing includes the whole exterior from foundation to roof, it is in the below grade area that most careful attention must be given.



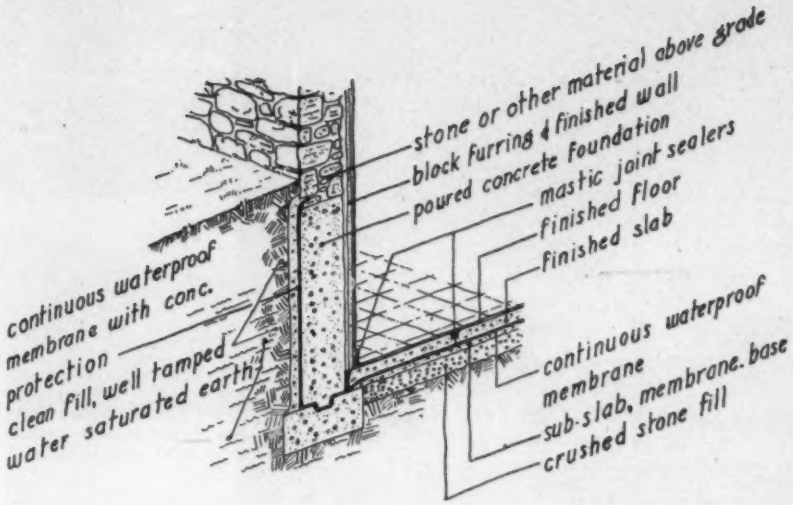
SKETCH "A"

Causes of Water Conditions

Close examination may prove that a water condition is the result of moisture-laden warm air coming in contact with cold masonry walls. The result is condensation, or "sweating," which shows up as an overall pattern of moisture on the wall and other surfaces, much the same as on a pitcher of iced tea. This problem can usually be overcome in an existing building by means of adequate ventilation, furring the masonry walls, or, in some cases, through the use of dehumidifiers. Caution must be exercised to prevent the furring from becoming moisture-laden and rotting or rusting. Treating the materials used and providing for ventilation behind the finished wall will help to control this factor.

In new construction, the causes of this water condition can be recognized during excavation. Where clay and rocky soil are encountered, trouble is almost sure to follow. It must be remembered that the temperature of the earth below the three-foot level varies little from winter to summer. Even in fairly severe climates it remains in the 30 to 45 degree range. This naturally tends to cool below grade foundation walls and floors.

During the excavation process for new construction, the causes of normal



SKETCH "B"

to severe water conditions are usually quite evident. An underground water course, either intermittent or permanent, may be uncovered; the water table (average water level in the earth) may be penetrated; or the natural (surface) watershed may be interrupted. Most of these causes are easily discerned by the experienced eye during inspection of the excavation.

Preventive measures as illustrated in sketches A and B are very effective. While the cost of these preventives may be questioned by a church building committee at the time, they are certainly well justified when compared with the expensive cure illustrated in Sketch C for an existing building.

Solution to a Mild Water Condition

Sketch A illustrates the construction measures applicable to a mild case of water trouble where the rainy season creates a temporary excess of ground water. Mortar used for masonry work, or concrete when it is used as the structural material, should contain densifying admixtures. Masonry should have a good coating of waterproofing to seal all pores and present a continuous surface impervious to minimum hydro-

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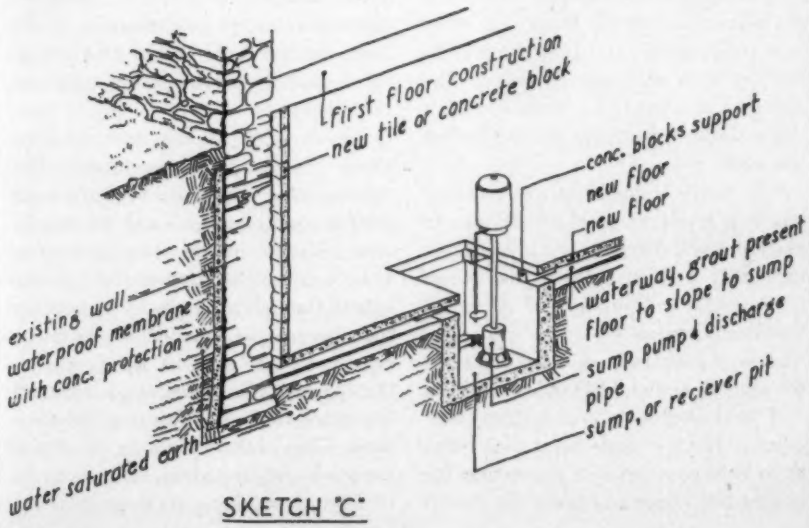

SKETCH "C"

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Design for Education

RELIGIOUS EDUCATION BUILDING
THE NEIGHBORHOOD CHURCH
Pasadena, California

Architects: Smith and Williams
Pasadena, California

Photographs by Julius Shulman, Los Angeles, California

The Religious Education Building, Neighborhood Church, Pasadena, California, won an honorable mention in the Class III awards at the annual meeting of The Church Architectural Guild and the Bureau of Church Building, National Council of Churches, held in St. Louis, Missouri, February 26–28, 1957.

PASADENA's oldest house of worship, The Neighborhood Church, has completed its program to provide extensive facilities for its children with a religious education building. This is the last in a series of three structures including a nursery housing a kindergarten and day care center and a children's chapel. The three units are connected by a covered concourse and separated from the older church buildings by a friendly, central park-like plaza.

The religious education building provides the finest kind of facilities for the first eight grades. It has large, airy, attractive classrooms which look out on trees and gardens, and in which religious education becomes a happy and meaningful experience for both teachers and children. There is ample space so that each child can call some of it his own in which art work and other materials may remain from Sunday to Sunday without being disturbed. The building also provides room for adult discussions and study groups during the week.

Due to the sloping site, the building has four levels, three of which open to ground level. There is a difference of only half a floor between the wings lying north and south, and the main building running east and west. The first level contains two classrooms for the seventh and eighth grades. The second level shelters a crafts room, staff offices, library and lavatories. The third level contains four classrooms for grades two, three and four. The fourth level is composed of four classrooms for the fifth and sixth grades. A total of 4,700 square feet of space is provided for teaching. A grand total area of 8,121 square feet includes, besides classrooms, rooms for other purposes, covered walkways and balconies. In the three structures the children have a total of 12,300 square feet designed specifically for their use.

All features of the new building show evidence of their purpose. The exterior was designed to harmonize with the angular lines and the weathered redwood of the older structures. Long beams that support the balcony extend through the walls as support for the upper floors, and in one instance, continue on to support a balcony on the opposite side. Vertical posts extend through two floors, forming the mullions. Glass walls slide open to extend the work and play areas. Rooms can be divided by folding partitions in order

Expansive outdoor areas were designed to accent the unit's beauty and supplement room for class activities.

Low roofs and exposed beams blend with the architecture of the older buildings on the site and add eye interest to the wide uncluttered class rooms.

to suit the many purposes for which the building was designed. At the east and west ends of the building are stairwells protected by broad screens as high as the roof line, built of staggered "T's." Balcony guard railings are of panels of deep blue expanded mesh anchored to wood supports.

Diamond-shaped trusses for the glazed sides of the building support wide sheltering overhangs and permit free passage of light and air. This same truss is repeated in the roofed walkways as well as in the other two units. It forms a continuous design theme that carries a visual harmony throughout the grounds and echoes the roof angles of the older church buildings.

In order to create unity between the older structures on the site and its modern structures, the architects, Smith and Williams, decided that the following architectural characteristics should prevail: low roofs, exposed beams, overhanging eaves, exterior redwood and expanses of glass through which views of the old and the new would become joined. For the sake of economy, however, plaster walls were required. The unity was achieved by using the plaster in rough texture, in warm natural colors, and as panels framed by thick wooden uprights and crosspieces. Entirely dominating the building are the broad wooden screens already mentioned. In this way the plaster is kept subdued and defined and is not allowed to interfere with the established character of the entire project. In the lower levels ceilings are of

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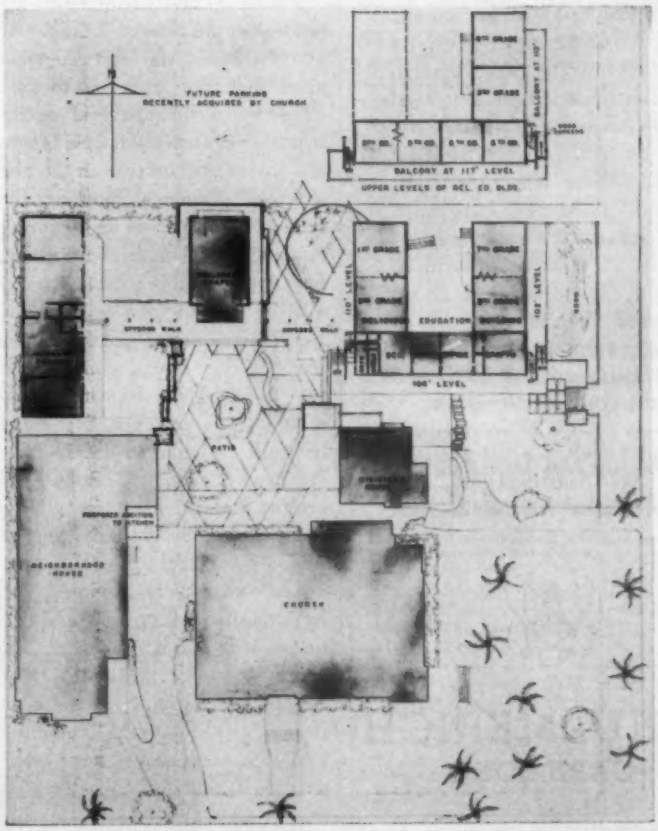
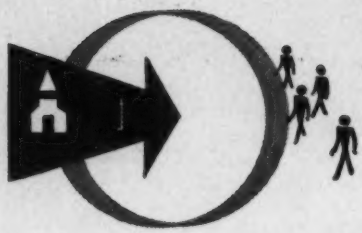
RELIGIOUS EDUCATION BUILDING
THE NEIGHBORHOOD CHURCH
Pasadena, California

Architects: Smith and Williams
Pasadena, California





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Work and play areas such as this are a functional part of the educational unit's design.

DESIGN FOR EDUCATION

(continued from page 27)

acoustical plaster, while in the upper levels, exposed wood beams come into play again. Floors (concrete slab on contour, and wood above) are covered with asphalt tile for easy maintenance as well as for acoustical value.

Patios and gardens were designed by landscape architects Eckbo, Royston and Williams, who devised wonderful areas that flow from one to the other. These areas have several outstanding features: preservation of a magnificent old Victorian box tree as the center of a main plaza; a circular redwood screen which fences in a garden and outdoor classroom area adjacent to the first and second grade classrooms; and a landscaped mound, or beam, separating the street from the front facade of the building which provides privacy for fronting classrooms. Fixed patio seating was arranged for convenient use and designed to aid in the subtle direction of foot traffic flow. The whole creates pleasant areas for after-service conversation by the congregation, or for outdoor meetings.

The Religious Education Building of Neighborhood Church, Pasadena, was named in honor of Robert A. Millikan, world famous scientist, who joined the congregation when he came to the California Institute of Technology in 1921. He remained a most active and devoted member until his death in 1953.

THE END

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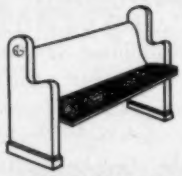

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The Audio-Visual Program In Action

Part VII—Training Teachers

THE TRAINING of Sunday school teachers in the use of audio-visual materials is vital to the success of the whole audio-visual movement within the church. In fact, the trained teacher is the key which will unlock the latent powers of these new teaching aids and apply them effectively in the church program for better, faster, more lasting learning.

The training of Sunday school teaching personnel presents special problems. Most Sunday school teachers are volunteer workers who are giving time and ability to serve the church. Too often there has been little or no training in the basics of good teaching, not to mention training in the use of audio visual materials. This has resulted in a definite lack of understanding the learning process itself and the use and value of these new teaching materials.

Misuse of Audio-Visual Teaching Aids

Some churches have mistakenly looked to the use of audio-visual materials as a substitute for poorly trained personnel. With motion pictures and sound filmstrips they reasoned a "canned" lesson would offset the poor teaching ability of the teacher. All that the teacher had to do, they thought, would be to turn on and off the projector and the film or sound filmstrip would do the rest. In the case of slides and silent filmstrips the solution was not quite as simple, but even a poor teacher, they figured, could read the guide accompanying the pictures.

Other churches have tried the "mass" approach. Entire departments and entire Sunday schools were shown the same motion picture or the same sound filmstrip at the same time, without regard to curriculum requirements or differences in age levels and experience backgrounds. The reasoning behind this was that it not only gave the church a lower cost per pupil but also reduced the need for teaching personnel and simplified the presentation of the Sunday school lesson.

In both instances, the church based its action on the assumption that mere exposure to picture-power radiated education to the children. The fact of the matter, however, is that the use of audio-visual materials requires trained

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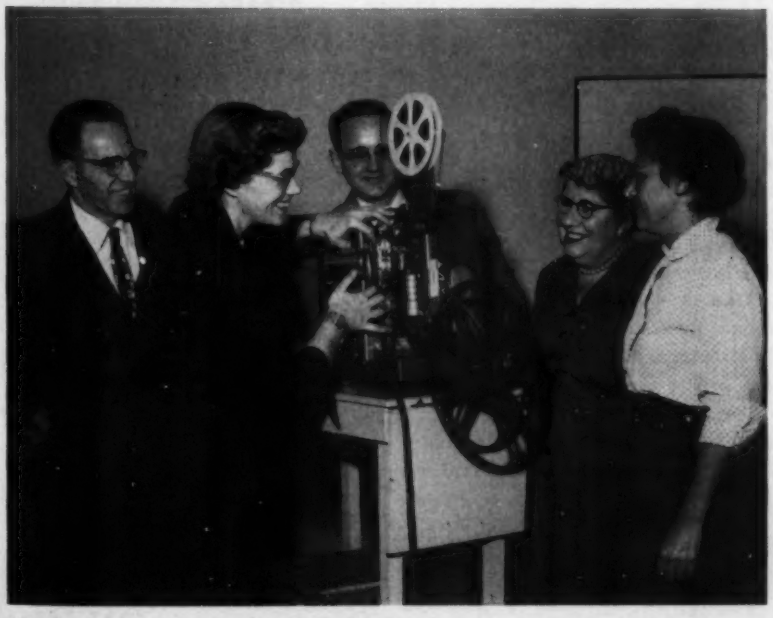
A group of church school teachers at Hatboro Baptist Church, Hatboro, Pa. receive instruction during an audio-visual workshop period.



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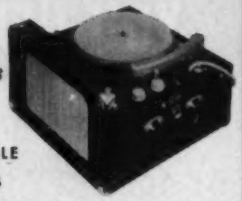

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A-V PROGRAM IN ACTION

(continued from page 29)

teaching personnel just as the jet plane requires a trained pilot. Mere exposure to pictures, mere use of materials and equipment, does not in itself effect learning. It is how they are used, when and where they are used, that makes the difference.

Emphasizing the Purpose

One of the first steps in training Sunday school teachers in the use of audio-visual materials is to establish an appreciation of the power within A-V's when properly applied in teaching the Sunday school lesson. The instructors must be taught to see that audio-visual materials are much more than a "cover-up" for poor teaching or poor preparation of the lesson. They should be shown that visuals speed up the learning process, emphasize actual knowledge, and increase retention of the lesson's meaning. Once the teachers see what the use of audio-visual aids can do for them and their classes, they will be more than anxious to invest time and energy in learning how to use them effectively.

It should also be made clear to the teachers that the use of audio-visual materials is not the easy way out for Sunday school teaching. In fact, the use of audio-visual teaching helps will mean more preparation for the teacher, but the results offer greater dividend possibilities, making the extra effort very much worthwhile. A training program in the use of these new teaching aids offers the pastor and the director of Christian Education an added opportunity to instill in the teachers a greater desire to do more with the little time allotted to Sunday school teaching.

Teaching Instructors the Mechanics

A basic and most important step is to take away the fear which the use of a new and strange teaching process quite naturally brings with it. Projectors and screens, films and filmstrips, all look quite complicated and difficult, and more than one teacher has avoided use of them because of fear. Training in the mechanics of using equipment and materials will do much to overcome this problem, Manufacturers of

(continued on page 32)

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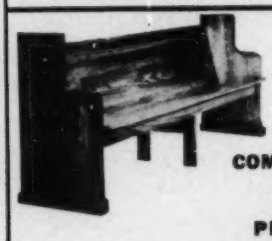

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A-V PROGRAM IN ACTION

(continued from page 30)

equipment are constantly improving their projectors and screens, simplifying their operations and making them easier to use.

Coordinating Materials

Another step is to acquaint teachers with the educational principles which govern the use of audio-visual teaching helps. This is not a simple matter, but a beginning can be made in the fundamentals. The teachers should be made to understand that the mere use of a teaching aid does not in itself mean learning, but that the place and the manner in which it is used determines the educational outcome. The teacher should also learn that audio-visual tools should be coordinated with other teaching aids, and that all teaching aids, whether audio-visual or not, should be planned into the curriculum and integrated with the lesson. The materials' use should not determine the lesson, but the needs of the lesson should determine the teaching aids.

Classifying Audio-Visual Materials

It is important that the various audio-visual materials be classified for the teachers and that the advantages and disadvantages of all teaching aids be clearly defined. Once the teacher knows the capabilities and limitations of each type of audio-visual teaching aid, he can begin to select the right ones for the right job. Practical demonstrations will do much to help the teacher understand why a film may be better than a slide set, or why a silent filmstrip may have more value than a sound filmstrip in teaching a given lesson. The teacher should be shown why the use of still pictures may have definite advantages over the motion

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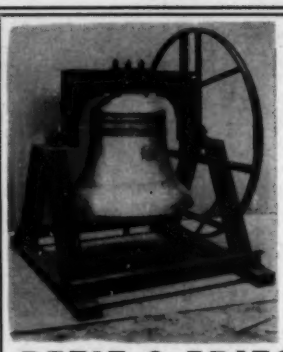

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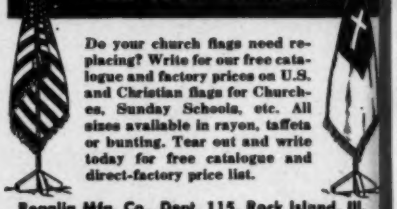

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picture, or why the use of a simple flannelgraph may do more for the class than a set of color filmstrips.

The teachers should also be shown the importance of differences in age levels and experience backgrounds in the selection of teaching aids. What may be a good audio-visual tool for an adult class may be very poor for a primary class. A given filmstrip may have little meaning for an adult class which has limited experience background for the subject matter treated, where the same filmstrip may be just the right tool for another adult class which has the necessary experience background.

Organizing the Course

To many pastors and directors of Christian Education, the training of Sunday school teachers in the use of audio-visual materials will present a special challenge. They themselves may have had little or no training in the use of these teaching aids. It will mean that they must make a special effort to understand the educational principles which control proper use. The benefit which they personally can derive from a better understanding of how to use audio-visual materials will make this special effort very much worthwhile. The good which can be done for the educational program of the church will be a constant encouragement.

One good way to begin is by planning a series of one-day workshops in the use of audio-visual materials, either on a local congregation basis or on an area basis. The group invited to the workshop should not be too large so that ample opportunity is given to each teacher for personal attention. The series of workshops should be planned so that each progressively develops the course on how to use audio-visual materials. It would be unwise to try to cover the entire area of audio-visual teaching aids and their application at one time. Leaders for these workshops should be carefully selected and each phase treated separately.

Every effort should be made to select the most convenient time and place for these one-day workshops so that all teachers are able to attend. The importance of the workshops should be stressed in teacher meetings so that all teachers will want to attend. The program of the workshop should be planned so that teachers in every area of Sunday school teaching will find value and benefit. Great care should be exercised so that these workshops do not degenerate into preview sessions of new materials, but stress the real issues involved in proper use.

Conclusion

A very important step in teacher training is to request denominational and interdenominational boards, who have responsibilities in preparing teacher quarterlies and guides, to include helps and suggestions on the use of audio-visual teaching aids. Much can be done, through proper direction, in the quarterlies and in handbooks for the training of Sunday school teaching personnel.

The training of Sunday school teachers in the use of audio-visual materials is a long range program, one which cannot be done overnight but one which must be inaugurated and adequately maintained if the church is to have the benefits which picture-power can give its educational program.

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EDITORIAL

(continued from page 10)

hind. Congregations will then have ample basis for comparison and these men will be lost in the backwash of the present rising tide.

There are several organizations in the nation that can make a great contribution toward a proper adjustment between developments in church architecture and the rate of church building. They are The American Institute of Architects, The Church Architectural Guild of America, and The Department of Church Building of the National Council of Churches. They can be aided by the various denominational building boards, the church building magazines, denominational magazines, and the ministerial organizations.

There are a number of things that can be done to solve the problem, but among them, three seem to be basic:

First, the preservation of the integrity of the individual architect and his constant awareness of the dangers of succumbing to the forces of time and expediency.

Second, an increased responsibility on the part of the ministers of America to integrate into our church architecture the noble contributions of theology.

Third, the further education of church building committees and an increased awareness on their part that they, in the final analysis, are the ones responsible to their congregation.

The Church Architectural Guild and the Department of Church Building of the National Council of Churches meet in Detroit in February. The American Institute of Architects meet in Cleveland in May. These organizations can make the difference between Houses of Worship built only for our generation and ones built for all time to come.

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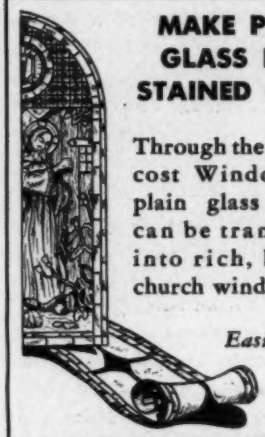

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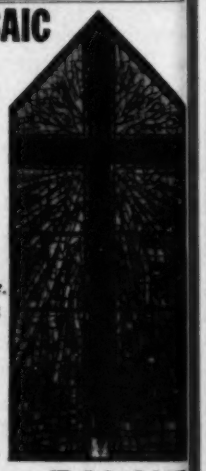

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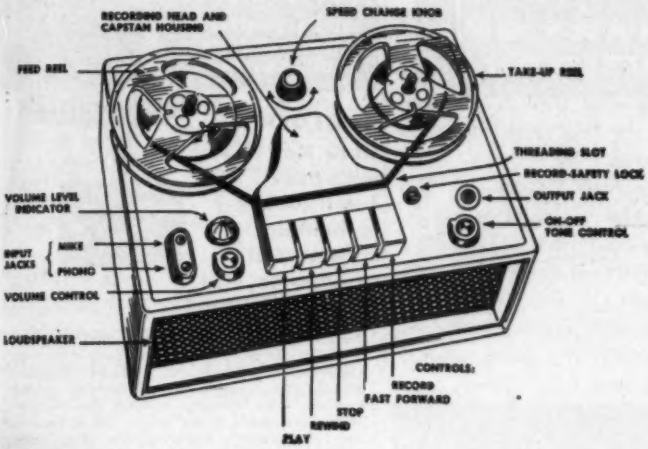

By William Madden
Sales Manager
Magnetic Products Division
Minnesota Mining and Manufacturing Co.

The Tape Recorder in the Church

TAPE recording offers every minister a means of extending his own usefulness, encouraging church activities and developing new fields of endeavor. It has been our observation that what most ministers need more of is *time*—time to answer correspondence, time to spend on sermon preparation, time to spend with the choir, with young people's groups, with mission groups, and with individual members of the congregation, and time for more effective fund-raising. The list could go on and on.

Facilities are now provided at most church conferences which enable both pastors and laymen to make recordings of the sessions and lectures on their own tape recorders. The recordings can later be played back for the local congregation; then the material can be safely preserved in the church archives.

Many pastors have installed "dial-a-prayer" services as part of their effort to spread the gospel. By use of tape equipment and special telephone instruments an individual is able to dial a telephone number and hear a recorded prayer. Thousands of calls per day have been received in towns where this service is available.

Another important field in which the tape recorder is playing a vital part is in seminary instruction and in the church schools. The use of tape makes students more teachable. This has been proven conclusively in teaching prayers to children. Another advantage of tape for teaching is that a student, hearing his own faults on tape, is more amenable to suggestion than if he is merely told about the fault.

A Sunday School teacher had this use to report: "During the rehearsal of a special program the children recited their pieces in a sluggish manner while coughing and shuffling of feet added to the unsavoriness of the presentation. Scolding would not have helped so I merely recorded their presentations. After listening to them I asked if they wanted to sound like that during the program. They said 'no.' Nothing else had to be done. Immediately the recitation improved."

Missionaries have adopted the tape recorder as an indispensable tool in language instruction. They also find that sending taped reports back to the home church has a tremendous effect on the congregation. They can record native hymns, sound effects, plus a full report of progress and financial needs. The result is a much more human document than a written report. Fund raising for missions has been greatly facilitated in this manner.

One minister stated that one of the great moments of his life was when he recorded an Easter sunrise service in Jerusalem and brought the tape home to his congregation and played it for them.

Daily uses of the tape recorder are in sermon improvement, radio broadcasting, youth group programs, preaching to shut-ins, or recording services for small churches where ministers are not available.

Conference hook-ups (a connection made involving a number of telephones so that those on the line may talk back and forth) have been used successfully

(continued on next page)

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TAPE RECORDER IN THE CHURCH

(*continued from page 35*)

by several pastors to play back church services to the bedridden over the telephone. This enables a great many more to hear the service than if the tape recorder has to be carried to each individual shut-in.

A tape recorded "notebook" has proven invaluable to many ministers. This enables a minister to record a text in a moment of inspiration with its full thought. It also enables the minister to record minutes of board meetings, delivery of reports, special addresses and interviews.

In the parish which is too small to support a secretary the recorder is indispensible. Even in the larger parishes where several secretaries are employed the recorder can often be put to excellent use. For instance, when the minister is working at night and wants to dictate he can do so—right onto the tape—and the secretary can transcribe the dictation during regular working hours the next day.

In choir instruction and in auditioning choir members and soloists, the recorder is proving to be a handy device. Recorded music is valuable too for wedding rehearsals or as background music for home weddings.

Tape recorders have been used by church groups as public address systems for such occasions as picnics, children's programs, plays, and bazaars.

Almost every pastor has an obligation to some institution in his community. It may be a home for the aged, hospital, sanitarium, or the like. It is seldom possible for him to give sustained and consistent ministry to these institutions, but the use of the recorder makes it possible for him to offer a more complete ministry and service.

Records show that 30,000 churches across the nation have no ministers. Another 30,000 communities have no churches. Tape is being used to bring the gospel to these churches and communities. In some multiple parishes, although the minister manages to deliver sermons at each of his churches each Sunday, he seldom has time to give any message to the Sunday School classes. To correct this situation, some minsters are recording messages for each Sunday School on tape.

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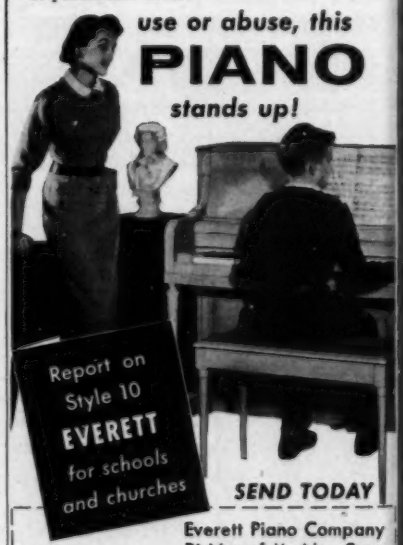

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Some churches have built up libraries of tape recorded Bible stories. The stories are dramatized by church groups and put on tape complete with music and sound effects. Edited to perfection, these can be used in the church school and weekday church school classes. They make an excellent teaching aid.

Some churches use their tape recorders to help train their young people in public speaking to prepare them to take part in the church services. Confirmation classes are more poised when they have heard in advance tape recordings of previous confirmation services.

Rehearsals of church choirs are often recorded for immediate playback so that the members can gauge their progress. Sometimes tape recordings are the only effective way of pointing out the particular parts which need further rehearsal. This applies to children's and youth choirs as well as to adult choirs.

Young members of the congregation can be effectively taught many of the services the church performs by delegating to them the responsibility of tape-recording those activities.

Many filmstrips come with mimeographed scripts which must be read while projecting the pictures on the screen. It is often necessary to use a light in order to read, and sometimes this is distracting to the class. This problem is solved by reading through the entire narration ahead of time and recording it on tape to be played as the pictures are shown.

The story is now famous of the pastor who tape recorded one of his sermons to see if he couldn't improve his delivery by listening to himself. He put the reel on the machine after recording his Sunday service, and the next thing he knew he was listening to the choir sing the closing hymn at the end.

"I suppose," he said, "I am the only preacher who ever slept through his own sermon." THE END

EDITOR'S NOTE: A very excellent 16 page booklet entitled "The Tape Recorder in the Protestant Church" is available on request from Minnesota Mining and Manufacturing Co., Dept. M7-143, 900 Bush St., St. Paul, Minnesota. The booklet lists a variety of other uses for the tape recorder.

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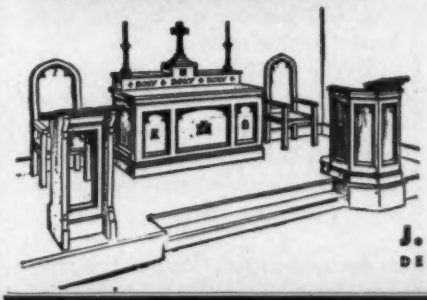

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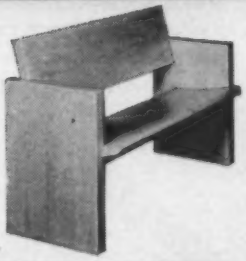

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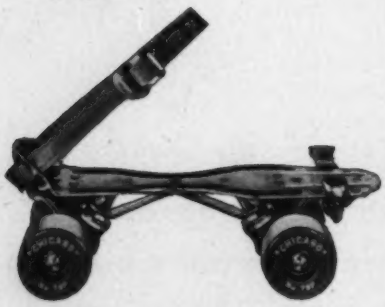

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CHURCH BUILDING PROGRAM

(continued from page 21)

can do much to prevent a burdensome debt. There are three basic considerations in arriving at costs:

1. The architect's first preliminary plan will indicate the facilities really needed by the church.

2. The building committee will secure from the architect an estimate of the total cost and the cost by units.

3. A decision must be made whether to build the entire church plant or just erect a unit at a time.

A Recommended Finance Procedure

1. Adopt a program that thoroughly commends itself to the congregation and the community.

2. Spend an adequate amount of money for printed matter showing pictures, plans, perspectives and designs, so that everyone can see what is being planned.

3. Seek an every-member participation. The goal of the average church putting on such campaigns has been set reasonably equal to one and one-half times their annual income for current expenses, plus benevolence, or approximately $200 per year book member. The final debt should not exceed $200 per family.

4. Be certain that canvassers are thoroughly trained and committed to the project.

5. Memorial gifts should be accepted only on conditions stipulated by the church. They should be over and above regular building fund pledges. Care should be taken that such gifts fit into the program of design.

6. Determine, without fail, the maximum amount of debt that should be incurred at any time. Never exceed this amount.

7. Do not take pledges for a period

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2. Construction period. Pledges should be taken within thirty days after ground breaking ceremony. They should mature by the estimated date of the completion of the project. The congregation should raise 15% to 20% of the total cost during this period.

3. Dedication Day period. Pledges are taken for about three months provided the goal is not excessive. The congregation should raise 5% to 10% of the total cost during this period. The Dedication Day goal usually covers the difference between the amount of the long-time loan and the total still due on construction, furnishings and possible bank borrowing.

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Before an architect is engaged, plans secured, or definite decisions made regarding even the smallest remodeling or building improvement program, it is very essential to have the following work accomplished:

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(continued on next page)

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CHURCH BUILDING PROGRAM

(continued from page 39)

ship, administration and service.

2. A study of the community population by various age groups and trends.

3. A study of other church buildings and institutions in the community to help determine the program needed.

4. A statement of needs in terms of activities and groups and the required areas and rooms for each.

5. A study of possible new sites if the congregation is to make a move.

6. Investigation of the possibilities presented in a remodeling program to meet the growing needs.

7. Description and evaluation of the experiences of other churches that have conducted building programs.

8. Promotion and preaching to secure the united and devout support of all members of the congregation for the building project.

9. Estimation of probable financial resources.

10. Display of photographs and pictures of various types of buildings, rooms and equipment.

11. Investigation of the various types of building councils or planning committees and a selection of the one best suited to meet the congregation's needs.

12. A written building program so that the architect will know all of the requirements to be provided.

13. Investigation of the ways of utilizing space and rooms to the best advantage, saving costs by limiting ceiling heights, the economy of unit construction, etc.

14. Compilation of a check list so that nothing desired will be omitted.

15. Analysis of furniture and equipment needs and securing of literature from qualified firms.

16. Planning of a financial program that will be a means of both physical and spiritual growth.

These are the most important things to be considered by a church building council. Definitive answers will come as a result of careful planning and checking by each of the committees at work. If this has been done it will enable the architect to secure a better grasp of the program and the building needs of the church and permit easy progress towards completion. A good beginning will do much to guarantee a happy and successful building program. THE END

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THE LITURGICAL CONSULTANT

(continued from page 23)

revealer of the spiritual values that are in building and then you will know what a good Liturgical Consultant can do for you.

It is always unwise to set up certain definite theses about what is or what is not a good Liturgical Consultant. Every Consultant, worthy of his name, proves himself immediately in his understanding and his concentration on the present local problem. Just as a reminder, however, we should like to suggest certain "sympathies" which ought to crowd his soul and beg for some release in the work which must be accomplished with a Congregation and its Committee before a building becomes a reality.

1. The Consultant must be sympathetic about personality problems. He must understand that preachers are not all alike nor do they have the same gifts, the same interests, the same backgrounds, or the same experiences. The good Consultant takes into consideration the Committee's possibilities and limitations. He is very sensitive to the influence of women in many of the choices which are made, for good or ill, in the buildings of today. If he becomes in any way dogmatic, or dictatorial, or pompous, or opinionated, he has begun to destroy his usefulness before he begins. He must strive to understand, and to help, and to enlighten, with gentleness, and honesty, and good humor.

2. The Consultant must be sympathetic about fund raising problems. Not all groups will undertake building projects in the same spirit, or under the same discipline, to carry over from one situation to another. Certain successful tricks of the trade may be a help, but more than likely they will only irritate and cause confusion. Let the Consultant be kind, and understanding, and sympathetic but let him be mindful of the fact that fund-raising is not his field any more than ornamentation and design is the fund-raiser's field.

3. The Consultant must be very conscious of site problems. It is all well and good to have ideal sites with ample room in all directions, but to insist on "orientation" where the sites make it

(continued on next page)

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THE LITURGICAL CONSULTANT

(continued from page 41)

virtually impossible, is to be stressing a good thing to the embarrassment of helpless people. We know of City Churches that have simply given up the idea of building on limited sites because they could not overcome their tradition viewpoints on orientation, and, therefore, failed in their mission to the community.

4. The Consultant must be sympathetic about deep-rooted traditional attitudes toward building and worship. A wide acquaintance with Liturgies, Service Orders, Hymnology, etc., is an essential. Many Consultants are wise enough to restrict themselves to counsel only within their own denominational ranks because they feel uncertain about any other backgrounds. Other Consultants have found that they are able to add freshness and brightness to traditional viewpoints by their unhampered approach to the questions of worship. Whatever is done must be done with love, and understanding, and the complete cooperation of all involved.

5. The Consultant should be sympathetic about "old things." Often the Consultant is brought in merely to help with plans for renovation. In this situation, discretion is much better than valor. Any evaluation of the "old things" should always be made with the very definite feeling and understanding that the sentimental values about the "old things" are often far more important and of greater worth than any intrinsic or artistic value which they may have. Love, respect, and venerate the "old" with the congregation and then, if necessary, lead on to better, more meaningful solutions.

6. The Consultant should be very understanding about "new things." Often the Consultant is called in to support some Pastor or Committee member in a traditional adherence to old forms and old things over against another group that is desirous of introducing "new" but thoroughly correct and good things. Interior finishing of the church and parish facilities often comes under this heading; color schemes are often involved. Be understanding and quick to espouse the good and turn away from the less worthy, whether it be old or new.

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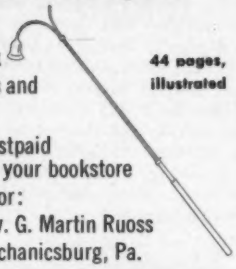

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7. The Consultant must be very sympathetic and understanding about professional service and artistic talent as represented in Pastor, Director of Music, Architect, and Building Committee Members. The total assessable value of the professional skills involved in any one situation may be considerable. The first session should always be a "get acquainted" meeting in which backgrounds, interests, professional attainments, experiences, are clearly brought out in the Building Committee and cataloged so that the modest man's gifts are not ignored, or lost, and the blatant extrovert is not given exaggerated importance. The Consultant should be especially close to both the Architect and the Pastor, since, in a very proper sense, he is a go-between and interpreter for both of them.

8. The Consultant must be keenly aware of the educational and organizational fellowship life of the Congregation. Their "readiness" will, to a large extent, determine their facilities. Their willingness to assume responsibility for educational and fellowship development will be the challenge which develops new possibilities and new approaches.

9. The Consultant must be keenly aware of the value which is in honest materials—in honest colors, and in honest, undeceptive lines. He must be a watchman against any false notes or sham; any pretense which will invalidate the truth which is the essential foundation of the church itself. The artificial candle, the false perspective lines to deepen the Chancel, substitutes for stained glass, simulated stone, simulated anything, must be the target of his uncompromising competition.

10. The Consultant must be constantly aware that also in building, the unity of the church is to be emphasized and proclaimed. Styles which bind themselves only to certain denomina-

(concluded on page 46)

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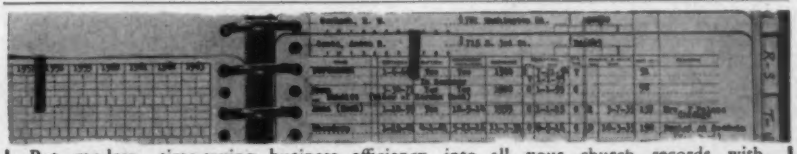

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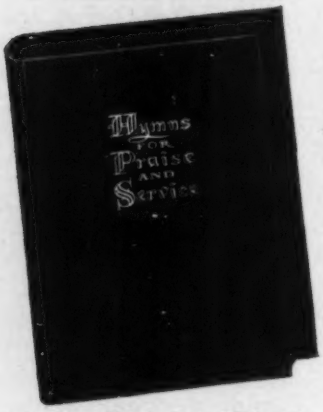

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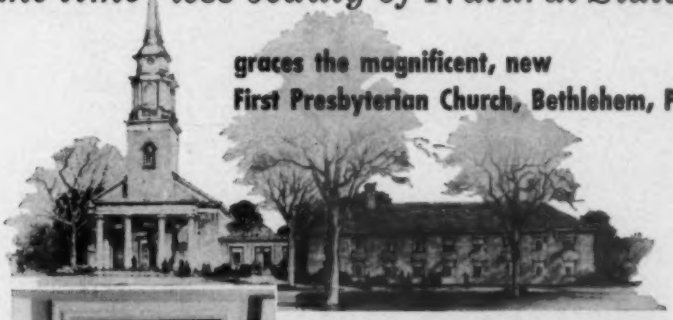

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(continued from page 43)

tions are a contradiction in terms. There is a universal language in Christendom which speaks in all the appointments of all Christian Churches about the essential and basic unity which is in Christ. In the praiseworthy endeavor to make this a more and more apparent reality, the best gifts of the best men and women can find a most rewarding employment.

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WATERPROOFING

(continued from page 25)

static pressure. It must be remembered that the drain tile around the foundation must lead to a disposal area lower than itself so that no back pressure is created.

Solution to a Severe Water Condition

Sketch B illustrates a solution to severe water conditions. Densifier admixtures must be used in the concrete, and it is an unqualified recommendation that concrete be the foundation material. Joint sealers and membrane materials must be capable of resisting hydrostatic pressures indicated by the head. The head is the height of the water line above floor level, multiplied by 0.433 which is the pressure per square inch exerted by a one foot high column of water.

Waterproofing materials can only be effective when installed in strict accordance with the manufacturers' recommendations. No unproven substitutes should be accepted, and guarantees should always be a requirement. A membrane composed of pitch and roofing felt, polyvinyl, or other appropriate plastics should be used with recommended joint sealers and constructed under competent supervision in order to make the whole structure a watertight hull.

Solution to a Water Condition in Existing Structures

The solution to a water condition in an existing structure as shown in Sketch C is predicated on relieving the hydrostatic pressure by collecting the water and transporting it "downstream." An adequate catch basin, or sump, must be used to collect the water. It must then be piped away from the building for disposal either by gravity or with the aid of a pump. When a pump is used, it must be of adequate capacity to handle the most severe condition encountered and keep

(continued on next page)

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WATERPROOFING

(continued from page 47)

the level of water in the sump at a minimum. Many good pumps are manufactured today and are specifically designed to meet special problems.

Perhaps the advice of an architect or engineer is not always essential in solving these problems. In some cases, however, even the very obvious problems can be overlooked through lack of expert supervision. With the help of a pump manufacturer and well intentioned "free advice," one owner designed a sump and pump system to effect water disposal. Since it did not function properly, an architect was called in to analyse the situation. A brief examination of the system showed that the disposal area was located above the level of the basement floor on a grade in close proximity to the origin of the water. Hence, an endless cycle was created of pumping the same water over and over again.

Waterproofing Materials

People without extensive knowledge of the building industry are often under the impression that mortar, stone and brick are impervious to almost anything. However, while they are of a very permanent nature and are usually little affected by moisture, they are comparatively porous and will allow the passage of water under pressure of wind and static head. Therefore, water treatments are recommended to prevent damage to the materials inside the building.

Many manufacturers market products which control and eliminate this water penetration. Where the water condition in an existing building is not so severe as to require a sump and pump system, a commercial material can be applied by the owner himself to coat interior basement walls and seal them against water penetration. However, care must be taken that the product fits the need. The best of materials

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will be ineffective if they are used in the wrong way for the wrong condition.

As mentioned before, densifying admixtures will decrease porousness, and some of these additives will increase the bonding strength of the mortar, thereby decreasing cracks between the mortar and the stone or brick.

Clear silicone coatings which can be applied over the exterior surface of the stone or brickwork are also available. These act to fill the pores in the masonry and prevent the entry of water vapor. Silicone preparations do not change the appearance of the masonry to any appreciable extent.

If the inside of a masonry wall is not to be exposed, it should be parged, that is, plastered over with mortar containing densifiers. Where a waterproof membrane is not used on a below grade slab, the impregnation method should be used. This involves the application of densifying ingredients to the surface of the wet concrete before the final troweling.

Special waterproofing cements, mastic sealers, or caulking compounds should be used to make all cracks impervious to the penetration of water. Seperations should be looked for at construction joints, points of changeover from one material to another, and sections where pipes, rods, or wires pass through the wall. All these spots are potential trouble makers where water is concerned.

Conclusion

There are so many successful materials on the market today, each made to prevent a specific trouble, that there is little reason to have a water condition in a new structure or to suffer with one in an existing structure. Although the use of the proper waterproofing materials in the proper places will add slightly to the original cost of the structure, the saving in maintenance costs will quickly add up to more than this.

THE END

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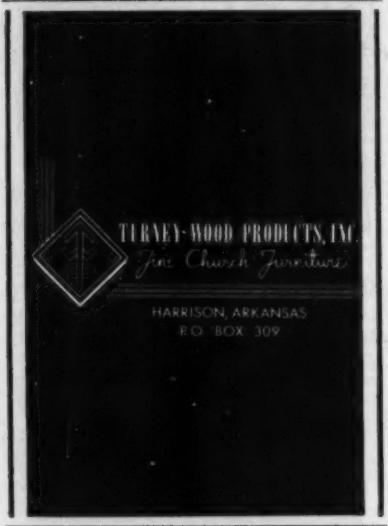

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SUCCESSFUL IN 9 OUT OF 10 CHURCHES

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"It gives me great pleasure to recommend highly the "Life of Christ" filmstrip set to churches across country. We sold the 24 filmstrips within one week."

"The color photography is excellent and is admired by all age groups. The Gift Consignment Plan (Unusual Offer) was responsible . . . With the filmstrips in the church and people seeing them, we had no difficulty in buying them."

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"One of the easiest projects that we have ever attempted. The entire set was sponsored and paid for within three weeks."

"We . . . are really sold on the "Life of Christ" filmstrip series and the Gift Consignment Plan (Unusual Offer). They sell themselves."

HERE IS OUR UNUSUAL OFFER:

1. We will send you WITHOUT OBLIGATION TO PURCHASE the following for display in your church:
   a. 24 filmstrips in beautiful color, complete with Study Guides, on the "Life of Christ," basic to the educational program of any church.
   b. Large two-color display complete with "List of Donors" card as pictured.
   c. One very helpful filmstrip previewer for easy viewing of filmstrips.
2. You set up display in suitable location in your church and through announcements invite members and organizations to have a part in making filmstrip set available to your church.
3. At the end of consignment period, usually 4–6 weeks, you may return all filmstrips not sponsored. You pay only for those filmstrips which have been pledged.
4. AS BONUS—if you purchase entire set, collect and pay $99 within 30 days, you may keep the filmstrip previewer, list value of $14.95, WITHOUT COST.

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LET YOUR PEOPLE SEE - AND HAVE A PART

ATTENTION: Pastors, Directors of Education, S. S. Superintendents

These filmstrips on the "Life of Christ" were produced for the church by CHURCH-CRAFT PICTURES, House of Quality, and are widely used and acclaimed by many churches.

The "Unusual Offer" (Gift Consignment Plan) was carefully developed and tested with many different churches for several years.

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FREE BONUS

THIS HANDY FILMSTRIP PREVIEWER

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JUST look at all these "5-Star" features! ★ Primed steel construction throughout. ★ Metallic grey baked enamel finish. ★ Interior lighting—name plate and entire display area illuminated by 4 easy-to-change incandescent bulbs. ★ Large size for good visibility 4′ x 5′. ★ Insect and weather proof door with stainless piano hinge.

Includes name of your church (visible night and day) and removable letterboard with complete assortment of over 600 steel letters for changeable copy ... sermon topics ... coming events ... "thought for the week" ... special notices. The "5-Star" is superior to boards costing much more; yet has features plus a new, modern design not available from any other source. Mail coupon for further information.

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(check one) _____**6 oz. bottles M-K Pure Vanilla**
_____**½ pint bottles M-K Super Compound**
_____**½ lb. M-K Pure Black Pepper**

ON CREDIT ☐ Ship M-K items as indicated. We'll sell them at $1 each and send you the money within 2 months. You will then send us the Party Pot Perc. (Two officers must sign names.)

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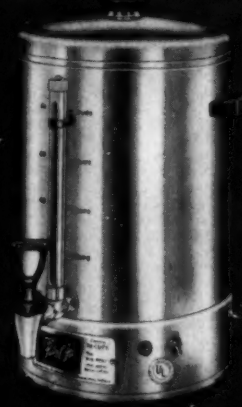
Extra free items included on all orders to cover shipping charges.

ORGANIZATION .....

ADDRESS .....

1ST OFFICER ..... **ADDRESS** .....

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